

Spring 2021

ENG 340-104: Oral Presentations

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Oral Presentation

ENG 340-102 & 104

Course Syllabus

Spring, 2021
Instructor: Professor Febles



Prerequisites: HUM 102 with a grade of C or higher, and one History and Humanities GER 200 level course with a grade of C or higher.

E-mail address: febles@njit.edu

Class Hours: 6 pm – 8:50 pm (340-102) Monday

6 pm – 8:50 pm (340-104) Wednesday

Office Hours: Mon. & Wed. 5:15 pm – 5:50 pm (appointment only)

Location: Zoom / Join Google Classroom

Date Range: January 19 – May 12

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A. Course Description

This one-semester course in speech is designed to develop each student's ability to communicate effectively in his or her academic, business, and social life. The major emphasis is on the preparation and delivery of formal speeches, but many areas of the communication process are explored.

B. Course Objectives

- To increase public speaking skills by providing students with a variety of public speaking opportunities
- To increase knowledge of the parts and functions of a speech
- To understand the dynamics of audience demographics
- To foster an awareness of the ethical responsibility of spoken discourse
- To adapt to the needs of people of different backgrounds and culture, as well as to the rhetorical expectations of diverse contexts and occasions
- To increase students confidence in themselves as public speakers in their academic, professional, and social lives

C. Course Content Outline:

- Communication theory
- Organizational methods
- Supporting material
- Research principles and techniques
- Language and style
- Delivery techniques
 - Vocal
 - Voice
 - Diction
 - Non-Verbal
 - Eye Contact
 - Gestures
 - Body position and movement

- Purposes for speaking
 - To inform
 - To entertain
 - To stimulate
 - To persuade
 - Special occasions
- Evaluation Method
 - Teacher's comments
 - Student's comments
 - Video tape
- Purpose
 - To learn to evaluate self
 - To learn to evaluate speeches heard outside the classroom

D. Required Text

The Art of Public Speaking
Dale Carnegie and Joseph Berg Esenwein
Amazon Classics
Available on Amazon.com
Kindle edition or paperback

Recommended Text

Ted Talks
The Official TED Guide to Public Speaking
Chris Anderson
Available on Amazon.com
Kindle edition or paperback

E. Grading Plan

Coursework will be weighted as follows:

1. Presentations	40%				
2. Midterm.		20%			
3. Attendance.			10%		
4. Class Participation.				10%	
5. Final.					20%
	40	+	20	+	10 + 10 + 20 = 100%

Note:

Assignments are to be presented in a timely fashion. When grading at the end of the semester, I take this into consideration and it will reflect in your final grades if assignments are not on time.

F. Assignment Due Dates

All regular assignments throughout the semester are due three days after it has been assigned by 11:59 pm. All assignments are to be posted on Google Classroom. After the assignment is one week late, the highest possible grade will be a C. If the assignment is two weeks late it gets a maximum grade of a D. After 3 weeks past due, the assignment gets an automatic F.

G. Classroom Rules of Conduct

1. **Absolutely no cell phones should be out during class.** All phones need to be put away out of view on vibrate or off.
2. No computers should be on during class. Please take notes the old fashioned way by using pen and paper. Computers will be

used only twice the entire semester in class, for the midterm and final exams.

3. Food and beverages are not permitted in the classroom.

H. Google Classroom

All communication between students and professor takes place through Google Classroom, from assignments to class cancellations.

I. Unannounced Quizzes

Always stay one chapter ahead and completely up to date with all your readings and assignments. **There will be unannounced quizzes throughout the semester.**

J. Academic Integrity

“Academic Integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited and devalues the degree that you are working on. As a member of the NJIT community, it is your responsibility to protect your educational investment by knowing and following the academic code of integrity policy that is found at: <http://www5.njit.edu/policies/sites/policies/files/academic-integrity-code.pdf>.

K. Reading Assignments

Reading assignment

Read a chapter a week the week before class as it appears in the book

Ex. Ch1 1, ch 2, etc

Be prepared to discuss material in class

L. Course Work

Course Work	Topic	Class Work	Home Work
Week 1	*Acquiring Confidence Before an Audience (Chapter 1)	Complete classroom activities and pair up to conduct peer reviews	Stay up to date with readings and complete designated assignments
	*The Sin of Monotony (Chapter 2)		Always be prepared for quizzes
Week 2	*Efficiency Through Emphasis and Subordination (Chapter 3)	Presentations 1 Learners will give individual presentations on the connection between presenting orally and the work they do. Ex. Civil engineer must present a proposal, using a PowerPoint, specifying project details	Frequently visit Erudition at NJIT for Readings
	*Efficiency Through Change of Pitch (Chapter 4)		

Course Work	Topic	Class Work	Home Work
Week 3	<p>*Efficiency Through Change of Pace (Chapter 5)</p> <p>*Pause and Power (Chapter 6)</p>	Learners will work in groups of 3 and Google the best Ted Talks presentation they can find. They will then critique it, based on readings and discussions in class.	
Week 4	<p>*Efficiency Through Inflection (Chapter 7)</p> <p>*Concentration in Delivery (Chapter 8)</p>	<p>Presentations 2</p> <p>Learners will present the worst Ted Talks presentation they found as a group. They will then critique it as they compare the previous week's presentation given to the class.</p>	<p>Stay up to date with readings and complete designated assignments</p> <p>Always be prepared for Stay up to date with readings and complete designated assignments</p>

Course Work	Topic	Class Work	Home Work
Week 5	*Force (Chapter 9) *Feeling and Enthusiasm (Chapter 10)		Always be prepared for quizzes
Week 6	*Fluency Through Preparation (Chapter 11) *The Voice	Presentations 3 Learners will create a short PowerPoint presentation in pairs demonstrating how using force, feeling, and enthusiasm diminish monotony from their presentation. Their purpose is to assist college freshmen who are learning public speaking.	

Course Work	Topic	Class Work	Home Work
Week 7	*Voice Charm *Distinctness and Precision of Utterance		
Week 8	*The Truth About Gesture *Methods of Delivery	Presentations 4	

Course Work	Topic	Class Work	Home Work
		<p>Learners will work in groups of three to research any topic they want, with which they are not familiar. They will research it and prepare a 15-minute presentation to present to the class. It is the other students' task to critique each presentation, considering methods of delivery and subject and preparation.</p>	

Course Work	Topic	Class Work	Home Work
Week 9	*Thought and Reserve Power *Subject and Preparation	Wrap up presentations from previous week. Lecture	
Week 10	Midterm Learners will be grouped according to majors and choose a topic, approved by me, that will teach us something about their field. Must be a minimum of 20 minutes and no longer than 35 minutes. Ex. IT majors can teach us about coding or how to create an application. Biology majors can teach us the latest developments in how to create prosthetic hands using 3D printers. Civil engineers can teach us how to draw up plans for constructing bridges.		
Week 11	*Influencing by Exposition *Influencing by Description	Presentations 5	Stay up to date with readings and complete designated assignments

Course Work	Topic	Class Work	Home Work
Week 12		<p>Prepare presentations in pairs, to be given during class time, depicting the importance of physical aspects in presenting, such as using your stage, hand gestures, eye contact, focusing on the back of the room when thinking about what to say next, etc.</p>	
	<p>*Influencing by Narration</p> <p>*Influencing by Suggestion</p>	<p>Wrap up presentations from previous week.</p> <p>Lecture.</p>	

Course Work	Topic	Class Work	Home Work
Week 13	<p>*Influencing by Argument</p> <p>*Influencing by Persuasion</p>	<p>Presentations 6</p> <p>Choose a famous speech and critique it, both its content and the physical aspects of the presenter. Check with me to ensure that there are no duplicates.</p>	<p>Always be prepared for quizzes</p>
Week 14	<p>*Influencing the Crowd</p> <p>*Riding The Winged Horse</p>	<p>Wrap up presentations from previous week.</p> <p>Lecture</p>	
Week 15	<p>*Growing a Vocabulary</p> <p>)</p> <p>*Memory Training</p>	<p>Presentations 7</p>	

Course Work	Topic	Class Work	Home Work
		<p>Create and present an individual presentation showing how this class has helped you, how you've used it this semester, and how you will use it in your professional career.</p>	
Week 16		<p>Final</p> <p>Individual Presentations</p> <p>Choose a product, approved by me, that you feel has made a huge impact on our society. Travel back in time to when the product was created. Present to a group of potential investors to persuade them to invest in your idea.</p> <p>Demonstrate:</p> <ul style="list-style-type: none"> a. What the product does b. How this product will add to our society c. Its usefulness ex. A washing machine d. Whether it's cost effective and in reach of most consumers e. Etc. 	

Course Work

Topic

Class Work

Home Work

Any questions or concerns feel free to e-mail me or see me after class.

May you have an enjoyable and productive semester!